

**Water/Wastewater Commissioners'**  
**Meeting Minutes**  
**June 8, 2010**

Present: Robert E. Courage, Chairman  
Dale A. White, Member  
David Boucher  
Evelyn Gendron  
Absent: Michael E. Putnam, Vice-Chairman

**Call to Order:**

Chairman Courage called the meeting to order at 6:00 p.m.

**Appointments:**

Ms. Laura Davies, John Crafts Appraisers – The Commissioners welcomed Ms. Davies. Chairman Courage said that tonight's discussion involving legal/land issues are restricted and would be inappropriate for public distribution at this time.

**Decisions:**

Approval of Final Minutes – Chairman Courage made the motion to table the minutes of the meeting held on May 25<sup>th</sup> until the next meeting. Commissioner White seconded the motion. All voted in favor.

Water Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the May 2010 Bill Commitment 100528 and for the May 2010 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the May 2010 Bill Commitment 100528 and for the May 2010 Final Bills issued.

**Discussions:**

Information Technology – Commissioner White will inquire as to the progress the IT Director has made toward scheduling the installation of guide wires to the wireless communication tower at the Water Utilities Department as well as the persistent telephonic communication issues.

778 Elm St Flat Rate Sewer Billing – Superintendent Boucher said that this topic should appear under the "Discussion" heading rather than the "Decision" heading. He said that it was just brought to light via notification by the Community Development Department that a hair salon business housed within the Balcom Brothers Building at 778 Elm Street and will be charged a flat rate quarterly fee for the sewer, which is \$56.62 per quarter, and that the Water Utilities Department is investigating adjusting the flat rates according to the number of booths and quarterly costs at other local hair salons with varying numbers of booths/sinks. Mr. Boucher said the number of sinks planned for the 778 Elm Street has yet to be determined; it is known there will be three booths, but the number of sinks planned needs to be

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confirmed. Chairman Courage and Commissioner White agreed with the rationale and criteria assessment process of similar, local businesses. Mr. Boucher will forward a letter to the new salon owners explaining the criteria for arriving at the new quarterly fee based on usage and that flat rate fees are being reviewed and eliminated wherever possible. Chairman Courage said that it would not be necessary for the Board to preview the correspondence.

2010 Water Utilities Superintendent Objectives - Mr. Boucher will incorporate the additional objectives received from the commissioners this evening and present an updated list at the next meeting.

### **Information Items:**

Activity Reports – Reviewed by the commissioners. Changes to the DPW paving schedule was noted; the Collection System crew is assisting the Water Department crew with valve boxes versus raising manhole covers right away. The Johnson Street sewer job will begin on Monday, June 21<sup>st</sup>. The on-call Water Department representative responded to a report of a water main break this evening at King and Ford Streets; the water main will be repaired June 9<sup>th</sup>. Commissioner White commended Pete Tedder of Pennichuck Water for overseeing the Ashley Commons punch list, specifically citing the good paving work completed. Superintendent Boucher said that Mr. LaBranche of Stantec spoke with the contact at Weston and Sampson and conveyed that a strong focus on the Milford Septage Receiving Facility Upgrade project is expected. Mr. Boucher said that a good amount of the underground as, water and electrical work can be performed by in-house staff. Commissioner White questioned whether the gas line can be done by in-house staff. Mr. Boucher responded that all except for the final connection to the treatment facility. He added that after reviewing the maps for the planned septage receiving facility, Rene agreed to send a representative (perhaps as early as June 29<sup>th</sup>) to explain additional details, specifically, where the septage goes, once it's been separated. The Water Foreman will verify with a test pit whether the water main on Johnson Street is 4" or 6" when the hydrant on Johnson Street is replaced. Commissioner White questioned the meaning of item #6 on Mr. LaBranches project status sheet. Mr. Boucher explained that there is typically an "environmental comment period" announcement in the local newspapers, which has been done, and that this announcement will be forwarded to the NH DES. Mr. Boucher will investigate whether the Curtis Well legal fees will be covered by the bonding company.

Commissioner White said that after speaking with Mr. Scott Shepherd, P.E., at E. L. Flowers, he had received very good reports of revenue earned for transferring power on-demand to back-up generators. After having spoken with Mr. Scott Shepherd, P. E., of E.L. Flowers, he recommends that Mr. Boucher pursue a cost/analysis performed by Ms. Kelly Freitas of ECHO.

Collection System Garage Heat Costs Spreadsheet – Reviewed by the commissioners.

Grit Building Claim Status – The commissioners reviewed the letter received from the insurance adjuster accepting the claim as well as the copy of the check forwarded to the Finance Department.

Water/Sewer Financial Reports for the period ending 5/31/10 – Reviewed by the commissioners. Mr. Boucher will double-check his calculation summary charts for water and sewer, as he should probably remove the "June" numbers.

**Future Appointments/Meetings:**

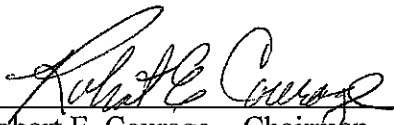
The next meeting of the Water and Wastewater Commissioners will be held at 6:00 p.m. on Tuesday, June 22, 2010 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

A motion to adjourn was made by Commissioner White at 8:20 p.m. Chairman Courage seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron


  
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Robert E. Courage – Chairman

  
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Date

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Michael E. Putnam, Vice-Chairman

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Date

  
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Dale A. White, Commissioner

  
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Date